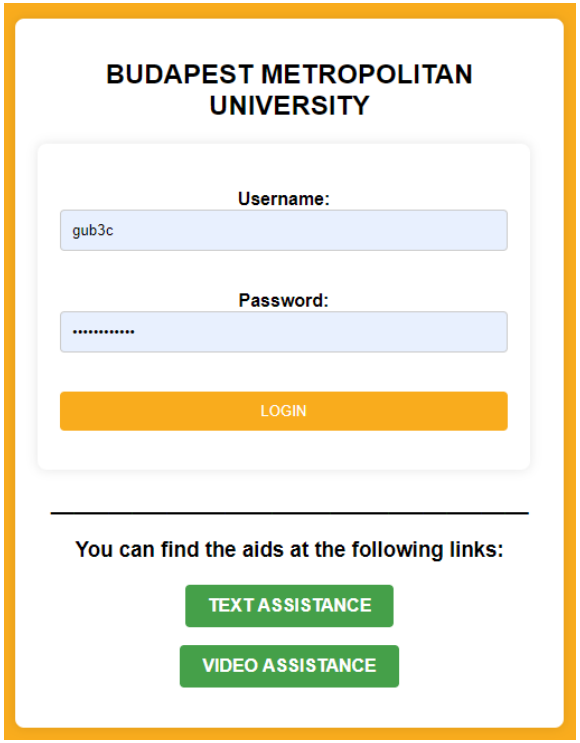
The file can be uploaded on the following page: https://videotar.metropolitan.hu/index_en.php

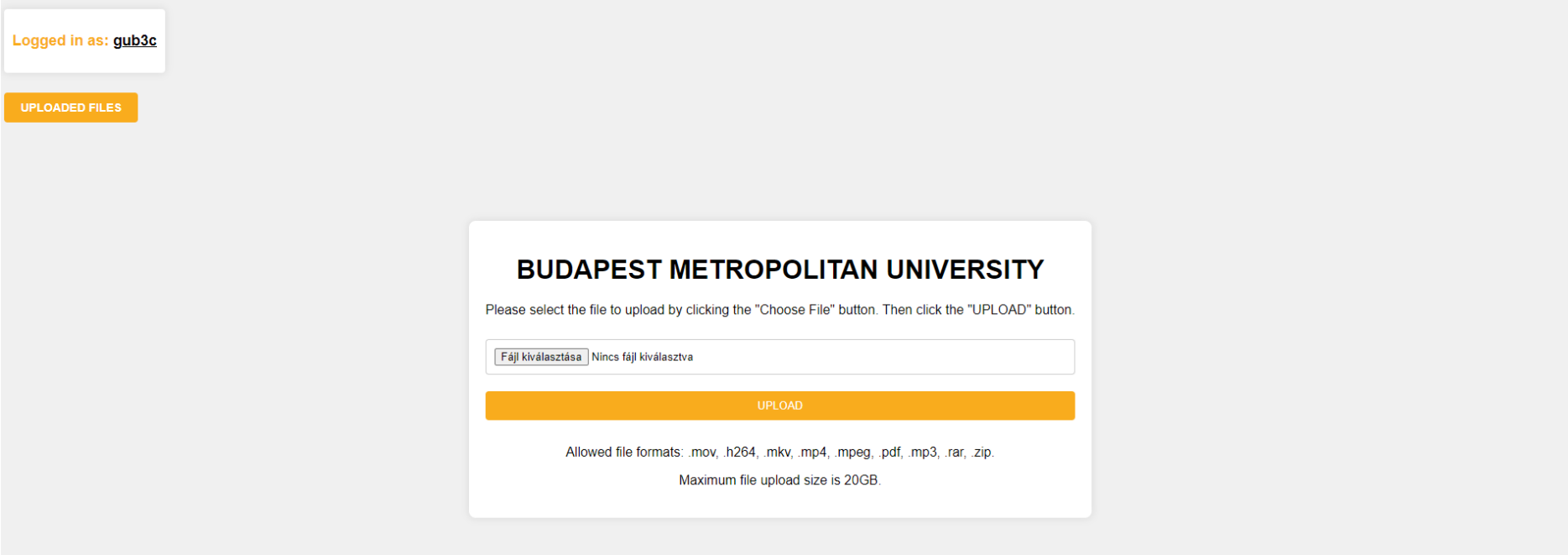
1. LOGIN



For the username, you must enter your username, which is used to enter the METU systems without the ending @instructor.metropolitan.hu and @metropolitan.hu. In the password section, you must enter your password, which is also used in Neptune. Then click on the **"LOGIN"** button. By clicking on the **"HUNGARIAN VERSION"** button, the page switches to Hungarian.

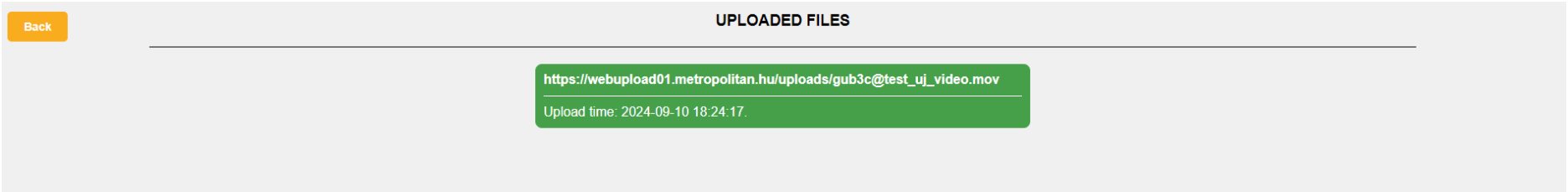
2. Upload page

The upload page itself looks like this after logging in.



Underneath, we find the **"UPLOADED FILES"** button. By clicking on the button, we can see what we have previously uploaded by date and name.

3. Files page

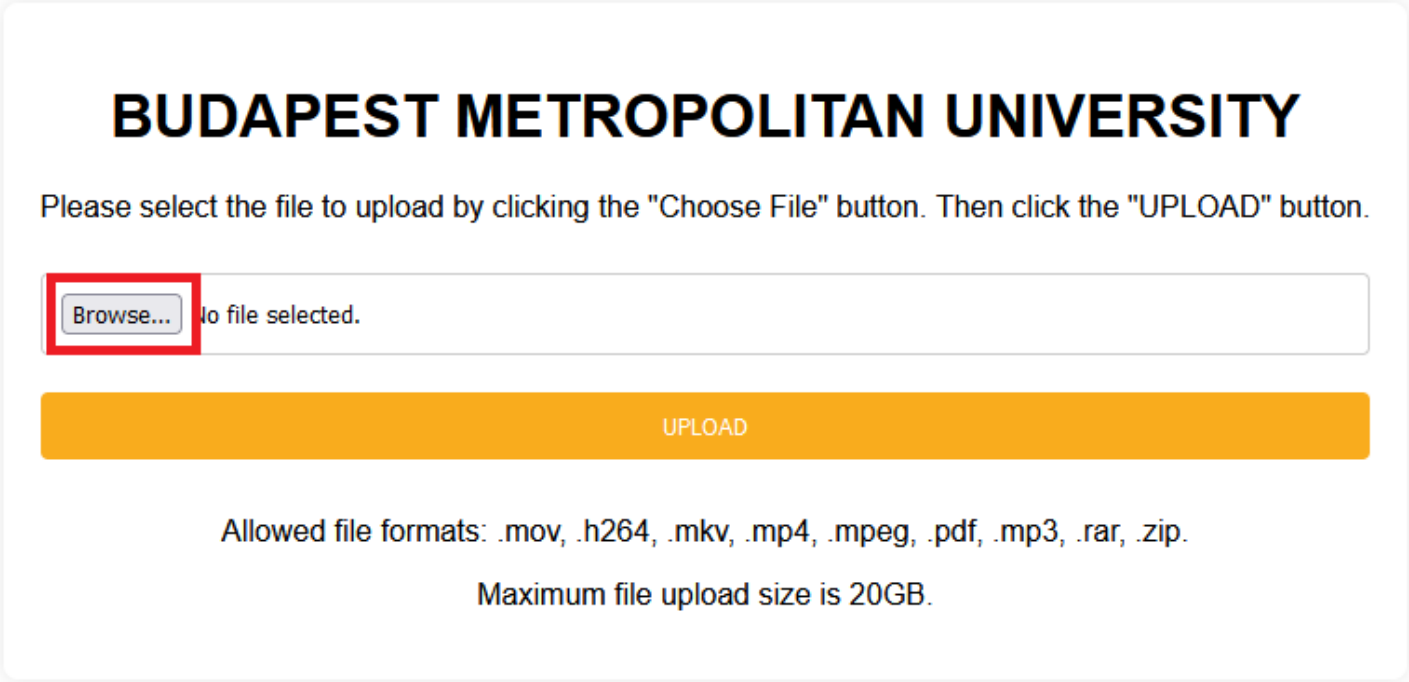


We can copy the link or paste it to access the uploaded file.

We can go back to the previous page with the **"BACK"** button.

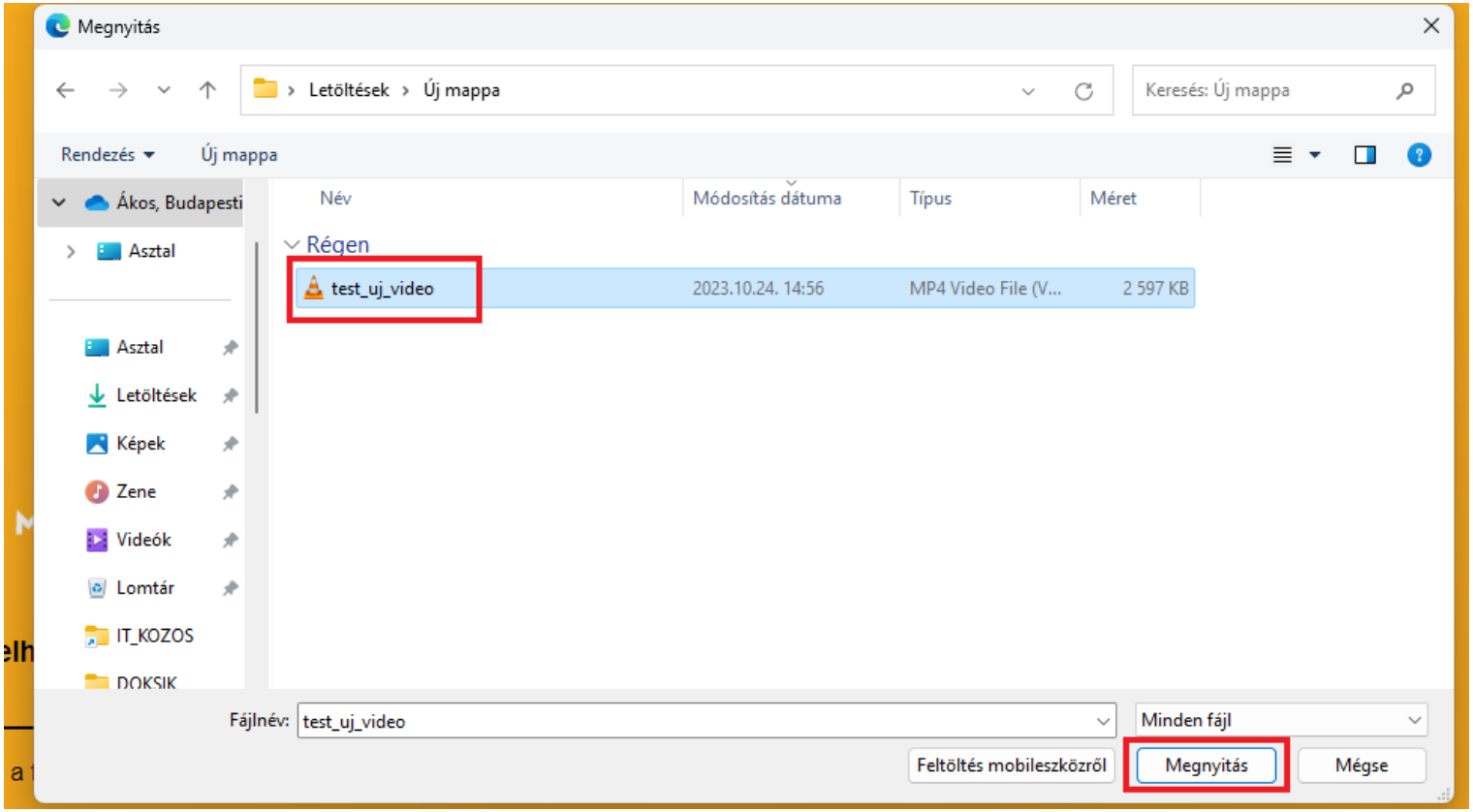
4. Upload

We can start uploading the files with the **"SELECT FILE"** button. Only one file can be uploaded at a time.



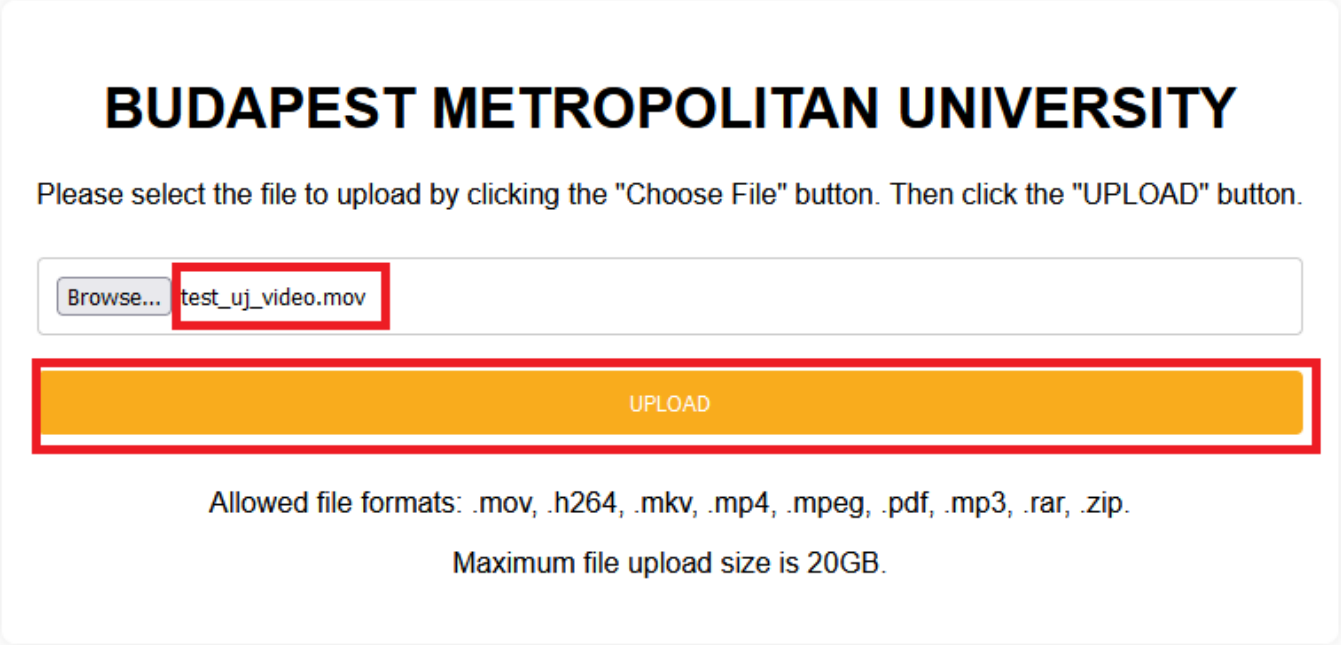
Important, only .mov | .h264 | .mkv | .mp4 | .mpeg | .pdf | .mp3 | .rar | Files with a .zip extension and files with a maximum size of 20GB can be uploaded.

By clicking on the button, the file manager of our computer will appear, where we can select the file to be uploaded.

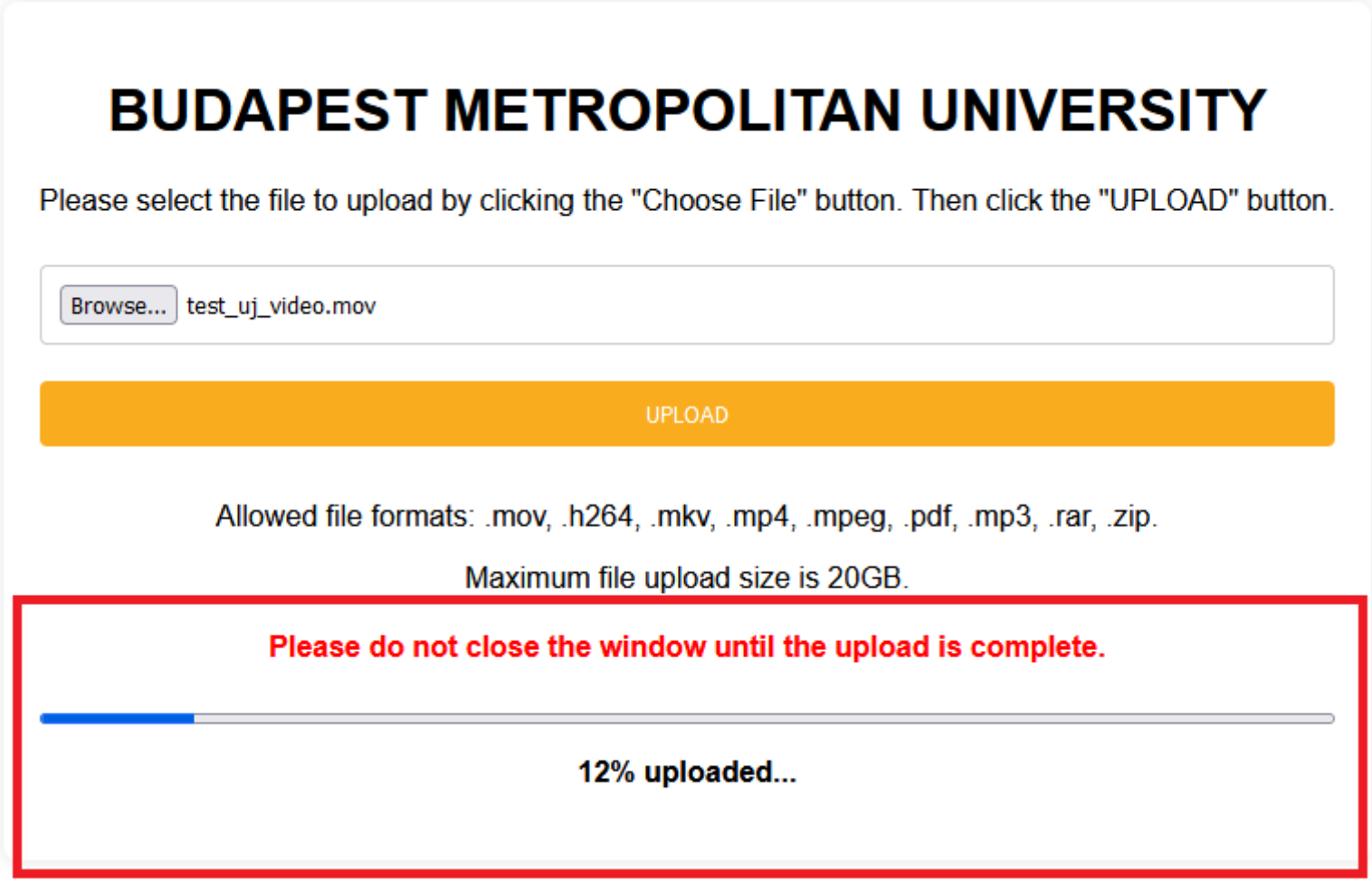
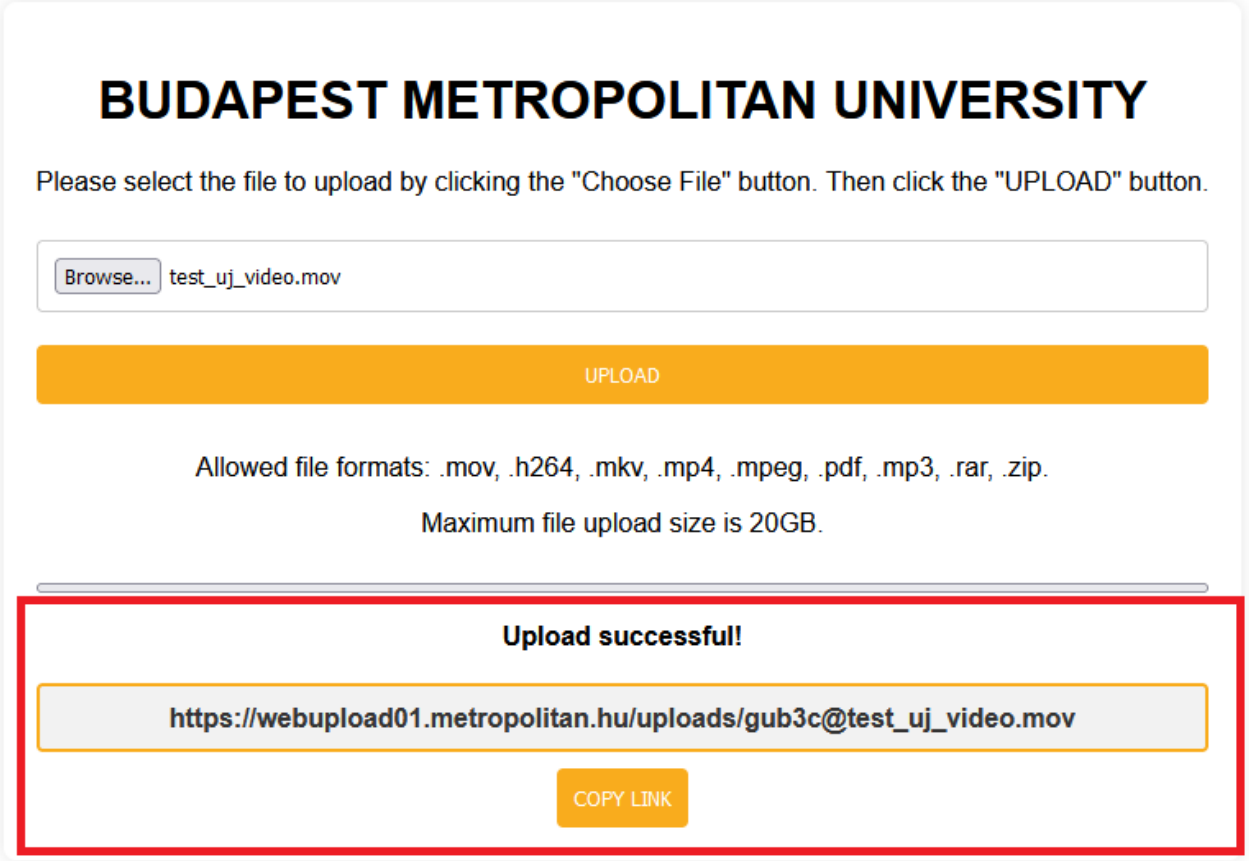


If selected, go to the "OPEN" button. The file manager window will then close.

We then see on the upload page that the selected file is ready for upload. Click on the **"UPLOAD"** button. It is important not to close the browser while uploading!



When the upload starts, a counter will appear, if it reaches 100%, the upload is successful and after the upload, we will receive the upload link with which we can access the uploaded file.



After a successful upload, the page says "Upload successful!" Then the uploaded link and a "COPY LINK" button will appear. With one click, we can copy the desired link to the clipboard. Or we can copy it manually. The uploaded files / links can be accessed from the **"UPLOADED FILES"** menu item.